


# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

	<b>SUBJECT</b> REPORTS, RECORDS, AND DEPARTMENT INFORMATION	<b>POLICY NUMBER</b> 13.01
		<b>ISSUE DATE</b> 02/01/96
	<b>APPLICABLE CALEA STANDARDS</b> Chapter 82	<b>REVISION DATE</b> 07/01/07
		<b>TOTAL PAGES</b> 4

### 13.01.01 PURPOSE

To establish guidelines and limitations governing Division reports and records as well as the appropriate handling of Department information and to delineate the Division's field reporting system and provide appropriate resource referrals.

### 13.01.03 POLICY

It is the policy of the Florida Highway Patrol that all paper and electronic reports and forms documenting the activities of its uniformed members be completed accurately and in a timely manner.

### 13.01.04 DEFINITION

- A. **FIELD REPORTS** - Intended to record the Division's enforcement activities. The Patrol's field reporting system directly supports its mission of highway safety and consists primarily of the Division's Uniform Crime Report forms, Florida Uniform Traffic Crash Report forms, Florida Uniform Traffic Citation forms, Traffic Homicide Investigation forms and Written Warnings/Faulty Equipment Notices.
- B. **RESOURCE REFERRALS** - Refers to the established manuals of instruction for the completion of referenced forms as well as appropriate policies contained in the Florida Highway Patrol Policy Manual.

### 13.01.05 OBJECTIVES

- A. To reinforce the importance of accuracy and timeliness in completing and submitting activity reports.
- B. To set forth the following reports as comprising the Patrol's primary field reporting system.
  - 1. Uniform Crime Reports forms (UCR)
    - a. Arrest/Notice to Appear (HSMV 60005)
    - b. Vehicle/Property Report (HSMV 60007)
    - c. Probable Cause Affidavit (HSMV 60006)

- d. Offense/Incident Report (HSMV 60009)
  - e. Narrative Continuation form (HSMV 60011)
- 2. Florida Uniform Traffic Crash Report Forms
  - a. Long Form (HSMV 90003)
  - b. Narrative/Diagram (HSMV 90005)
  - c. Update/Continuation (HSMV 90004)
  - d. Short Form/Driver Exchange of Information/Report of Traffic Crash (HSMV 90006)
  - e. Commercial Motor Vehicle Supplemental Form (HSMV 90007).
- 3. Citations
  - a. Uniform Traffic Citation Form (HSMV 75901)
  - b. DUI Uniform Traffic Citation Form (HSMV 75904)
- 4. Written Warnings/Faulty Equipment Notices (HSMV 61100)
- 5. Traffic Homicide Investigation Forms

#### **13.01.06 RESPONSIBILITIES**

##### **A. DUTIES OF DISTRICT SUPERVISORS**

- 1. To receive, review and approve reports and records completed by members prior to submission to General Headquarters (GHQ) for processing no later than ten days after the close of the workweek.
- 2. To establish appropriate controls to account for the status of the various reports for which the member is responsible and to insure that the report copies are housed in appropriate locations. All follow-up reports are to be prepared as per procedure in a timely manner.
- 3. To oversee the correction of errors on reports and records.

##### **B. DUTIES OF MEMBERS**

To accurately complete the appropriate report forms in accordance with procedures for timely submission through appropriate channels.

##### **C. DUTIES OF THE REPORTS AND RECORDS SECTION**

- 1. To receive and edit reports and records completed and submitted by field personnel.
- 2. To identify errors on reports and records and contact the field for correction by members.

### **13.01.07 PROCEDURES**

- A. Members will accurately and legibly complete all required reports and forms and submit them through proper channels in accordance with Division procedures. Each district will establish and maintain a records system to track and monitor the status of pending and completed reports in accordance with established procedures. The following forms shall be appropriately reviewed by a supervisor before submission to General Headquarters (GHQ).
  - 1. Weekly Reports of Daily Activity forms: Resource referral - policy number 13.05, "Weekly Report of Daily Activity."
  - 2. Crash Reports: Resource referral - policy number 17.04, "Traffic Crash Investigation"; Resource referral - "Instructions for Completing the Florida Uniform Traffic Crash Report Forms."
  - 3. Uniform Crime Report forms: Resource referral - "Crime Information Systems Forms Manual."
  - 4. Traffic Homicide Investigation forms: Resource referral - policy 22.01, "Investigative Responsibilities"; Resource referral - "Traffic Homicide Investigation Manual."
- B. Members shall submit all reports as required. Reports submitted by members shall be truthful and complete, and no member shall knowingly enter or cause to be entered any inaccurate, false, or improper information. The applicable supervisory review process should not adversely affect the timely submission of reports.
- C. No member will falsify, destroy, alter, or remove any report or record of this Division. Anyone having knowledge of such behavior will report it to his/her supervisor. Corrections are to be made by means of a supplemental report, or at the direction of the Reports and Records section or an appropriate supervisor.
- D. Criminal history record information is exempt from disclosure under public records laws. No member will release any criminal history record information or official report for any reason except in a manner consistent with state and federal law.
- E. Members obtaining criminal history information from the Florida Crime Information Center (FCIC), National Crime Information Center (NCIC), or any similar agency, shall strictly follow Division procedures for obtaining and disseminating such information. Members who request or obtain any information through the FCIC/NCIC system shall not release such information outside the agency except for law enforcement use. Members will be held totally accountable for lawful dissemination of such information.
- F. Members requesting copies of documents or computer generated printouts from GHQ's Reports and Records Section shall submit a letter of request to the Program Planning Coordinator, Office of Program Planning, outlining the information requested.

- G. Routine records requests in the field, such as for inspection or copying of traffic crash reports or the FHP Policy manual, shall be authorized by the local records custodian appointed by the Troop Commander. Records requests which are not routine shall be referred to the appropriate Troop Commander, or records custodian for handling.